

ATTACHMENT A
Circular No. A-7
Revised June 22, 1956
Transmittal Memorandum No. 29

AMENDMENTS TO STANDARDIZED GOVERNMENT TRAVEL REGULATIONS

1. Subsection b of section 3.5 is amended as follows:

a. The first sentence of paragraph (1) is amended to read:

"When employees and others rendering service to the Government use privately owned motor vehicles in the conduct of official business within or outside their designated posts of duty or places of service, and such use is authorized or approved as advantageous to the Government, payment shall be made on a mileage basis at rates not to exceed:

- 8 cents for the use of privately owned motorcycles
- 12 cents for the use of privately owned automobiles or airplanes."

b. Paragraph (2) is redesignated as paragraph (3).

c. A new paragraph (2) is added to read:

"(2) When employees and others rendering service to the Government use privately owned motor vehicles for personal reasons in the conduct of official business within or outside their designated posts of duty or places of employment, payment on the mileage basis prescribed in paragraph (1), immediately above, including related per diem, shall be limited to the constructive cost of common carrier transportation and related per diem, determined as follows:

(a) The mileage payment shall not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If not provided, the comparison shall be made with standard class accommodations, if provided, otherwise with first-class accommodations. When accommodations are provided on both jet and propeller-driven planes the comparison shall be made with the jet planes. (For the purpose of this paragraph (2) a class of service is considered to be "provided" by a carrier when it is scheduled on flights serving origin and

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destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel.)

When none of the accommodations described above are provided by an air carrier, the mileage payment shall be limited to the constructive cost of first-class rail transportation, or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides.

When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

In determining the constructive common carrier cost there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

(b) The constructive per diem shall be limited to the amount otherwise allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

(c) In making the foregoing constructive cost comparisons of transportation and per diem, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his safety, or which would result in unduly increasing the constructive per diem.)"

2. Paragraph (1) of subsection c of section 3.6 is amended to read:

"(1) Policy: It is the policy of the Government that persons who use commercial air carriers for transportation on official business should use less-than-first-class accommodations, instead of those designated 'first-class', with due regard to efficient conduct of Government business and the travelers' convenience, safety and

comfort. In view of this policy the use of first-class accommodations should be limited to the following instances:

- (a) Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.
- (b) Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.
- (c) An authorizing officer authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.
- (d) An authorizing officer authorizes or approves the use of first-class accommodations for flights within or between foreign areas because available less costly accommodations do not provide adequate standards of sanitation, health or comfort.

Officials responsible for approving travel authorizations may not be able to anticipate circumstances which may arise while a person is traveling which necessitate the use of first-class accommodations. In such circumstances, even though the use of first-class accommodations is authorized, the traveler is responsible for using the less costly accommodations when they will meet all reasonable requirements. For audit purposes, the traveler's judgment in these instances shall be considered conclusive. However, agencies may specify on travel authorizations, or other administrative directives, that the less costly accommodations be used. In that event, the traveler will be limited to the type of accommodations specified."

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